

**Procurement Services Division**

Public Services Building  
2051 Kaen Road  
Oregon City, OR 97045  
(503) 742-5444 (Office)

**REQUEST FOR QUOTES (RFQ) #2017-07**

Issue Date: February 15, 2017

Project Name:	Floor Mat Rental & Cleaning Service		
Quote Due Date/Time:	March 8, 2017 2:00 PM		
Buyer:	Guy Melton	Phone:	503-742-5453
		Email:	gmelton@clackamas.us

**SUBMIT QUOTES VIA EMAIL TO [PROCUREMENT@CLACKAMAS.US](mailto:PROCUREMENT@CLACKAMAS.US)  
OR MAIL/HAND DELIVER TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE  
"RFQ #2017-07" IN THE SUBJECT LINE**

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**1. ANNOUNCEMENT AND SPECIAL INFORMATION**

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes ("RFQ"). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County travel reimbursement policy in effect at the time the expense is incurred.

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

**2. SCOPE**

The purpose of this RFQ is to purchase rental, delivery and cleaning services of floor mats in the quantities, sizes, types, and to the locations specified in Attachments A and B.

The County will award to one Contractor. Contract term shall be for three (3) years.

**3. QUOTE**

Quotes should be short and concise with the following information:

- A. Companies experience in providing such services;
- B. Account manager contact and billing/accounts receivable contact;
- C. Pricing as detailed on page 4; (may include a separate page with additional pricing for mat options not specified in Attachments);
- D. Response to items in Attachment A – Section "Additional Requirements".

**4. Evaluation**

Quotes will be evaluated based on subjective factors including, but not limited to: Firm experience, ability to meet County delivery schedule, price, and additional fees or charges.

**CLACKAMAS COUNTY CERTIFICATIONS**  
**RFQ #2017-07**

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

**SECTION II. NON-DISCRIMINATION**

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

**SECTION III. CONFLICT OF INTEREST**

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

**SECTION IV. COMPLIANCE WITH SOLICITATION**

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ OR CCB # (if applicable): \_\_\_\_\_

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: \_\_\_\_\_

Oregon Business Registry Number: \_\_\_\_\_

## CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

### QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ. Quotes may be submitted in writing to Clackamas County via e-mail, mail or in person.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of the Clackamas County Goods and Services Contract, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the Clackamas County Goods and Services Contract (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

- 12. QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Services Division in the location designated in the introduction of the RFQ via email, mail or in person; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

#### **QUOTE EVALUATION AND AWARD**

- 1. PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
- 2. DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
- 3. CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
- 4. PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
- 5. INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
- 6. METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
- 7. QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
- 8. QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.

#### **PRICING**

<b><u>ITEM DESCRIPTION</u></b>	<b><u>PRICE PER MAT</u></b>	<b><u>REPLACEMENT COST</u></b>
<b>3'X4' CARPET MAT (48 TOTAL)</b>	\$	\$
<b>3'X5' SCRAPER MAT (7 TOTAL)</b>	\$	\$
<b>4'X6' CARPET MAT (59 TOTAL)</b>	\$	\$
<b>3'X10' CARPET MAT (28 TOTAL)</b>	\$	\$

## **Attachment A**

### **Scope and Specifications**

#### **Scope**

Provide rental and maintenance services of floor mats to Clackamas County facilities in the quantities, sizes, and locations listed in Attachment B.

#### **Purpose**

To mitigate slip and fall hazards and the tracking of dirt/mud into facilities at public and employee facility entrances.

#### **Term**

The duration of the contract shall be three (3) full years, effective execution of the contract through fiscal year end, June 30, 2020.

#### **Definitions**

“Scraper” refers to mats suitable for exterior use in removing mud, snow, and similar materials from footwear.

“Custom” refers to mats owned by the County with custom imprints.

#### **Product Specifications**

All mats supplied by the contractor shall be:

1. Commercial grade materials with a non-skid surface and backing;
2. In a standard black color with no custom imprinting;
3. Clearly branded on the back or edge by the service provider, to avoid confusion with County-owned floor mats.

#### **Service Specifications**

Service shall include supplying, inspecting, cleaning, and repairing or exchanging of mats as needed to maintain cleanliness and safety.

Mats shall be serviced on Tuesdays or Wednesdays (to be established by mutual agreement), every other week. The County will supply a list of holidays and other scheduled closures prior to June 30<sup>th</sup> each fiscal year. For any location where mats cannot be serviced on schedule, the service provider shall inform the Facilities Services Coordinator by email within 24 business hours to reschedule.

The County may request additional mat cleanings or exchanges as needed. The County may change the number, size, type, or location of mats as needed. Notification of such changes will be provided in writing. Any such changes shall be billed at the rates quoted in the awarded contract.

#### **Additional Requirements**

Please quote rates for each mat type and size described in Attachment B, including replacement costs. Other types and sizes may be quoted to be included in the contract, but will not be used to evaluate the award of this contract.

Please also itemize any administrative, service, trip, or other potential fees, and the frequency and basis of such charges.

Invoices shall be itemized by facility street address, building designation where multiple buildings at one address, and placement within building. All charges shall be submitted on one invoice when feasible.

In accordance with the county’s sustainability guidelines, we encourage vendors to use environmentally responsible processes and products. Please provide details of all cleaning products used for the mats, including Safety Data Sheets (SDSs), and any third-party environmental certifications of such products or your business processes. Also provide details of any efforts to reduce the impact of your mat sourcing and disposal, such as purchasing mats with post-consumer content or recycling damaged mats.

**Attachment B  
Service Locations**

Line	Service Address	City	Facility Name	Placement Area	Qty 3 X 5' Scraper	Qty 3 X 4' Carpet	Qty 4 X 6' Carpet	Qty 3 x 10' Carpet	Total Inventory
1	11211 SE 82nd Avenue	Clackamas	Ross Center	Centerstone Clinic	0	0	1	0	1
2	13141 SE Highway 212	Clackamas	Dog Services	Common Areas	0	0	2	1	3
3	9101 SE Sunnybrook Boulevard	Clackamas	Brooks Building	Common Areas	0	1	6	0	7
4	11750 SE 82nd Avenue, Suite D	Happy Valley	Strip Mall @ Clackamas Towne Center	Justice Court	0	0	2	0	2
5	16201 SE McLoughlin Boulevard	Milwaukie	Oak Lodge Library	Common Areas	0	0	1	0	1
6	1007 Abernethy Road	Oregon City	Sheriff's Fleet	Fleet Offices	0	0	2	0	2
7	1024 Main Street	Oregon City	Stokes Building	Common Areas	0	3	8	1	12
8	108 11th Street	Oregon City	Willamette Building	Workforce Training Lab	0	1	0	0	1
9	108 8th Street	Oregon City	Butler Building	Common Areas	0	1	1	0	2
10	112 11th Street	Oregon City	Willamette Building	Workforce Offices	0	1	0	1	2
11	1425 Beavercreek Road	Oregon City	Beavercreek Health & Wellness Center	Common Areas	1	3	1	3	8
12	150 Beavercreek Road	Oregon City	Development Services Building	Common Areas	0	0	5	5	10
13	168 Warner Milne Road	Oregon City	Technology Services Building 2	Telecom Services	0	0	1	0	1
14	168 Warner Milne Road	Oregon City	Technology Services Building 2	TS Area Only	0	0	1	0	1
15	1710 Red Soils Court	Oregon City	Central Utility Plant	Common Areas	0	2	0	2	4
16	1710 Red Soils Court	Oregon City	Central Utility Plant	Elections	0	0	1	0	1
17	2121 Kaen Road	Oregon City	Juvenile Complex	Juvenile Reception	0	1	0	0	1
18	2121 Kaen Road	Oregon City	Juvenile Complex	Juvenile Services	0	3	1	0	4
19	2299 Kaen Road	Oregon City	Property Room	Common Areas	0	1	6	0	7
20	707 Main Street	Oregon City	Multnomah Lodge	Common Areas	0	0	1	0	1
21	807 Main Street	Oregon City	Courthouse	Common Areas	0	0	4	8	12
22	902 Abernethy Road	Oregon City	Grady Waxenfelter Building	Administration Offices	0	2	0	1	3
23	902 Abernethy Road	Oregon City	Grady Waxenfelter Building	Roads Weighmaster	0	1	0	0	1
24	902 Abernethy Road	Oregon City	McCoy Building	Administration Offices	0	7	0	0	7
25	902 Abernethy Road	Oregon City	McCoy Building	Auto Shop	0	1	0	0	1
26	902 Abernethy Road	Oregon City	McCoy Building	Common Areas	5	5	6	3	19
27	902 Abernethy Road	Oregon City	McCoy Building	Truck Shop	1	4	0	0	5
28	902 Abernethy Road	Oregon City	Traffic Maintenance Building	Auto Body Shop	0	0	1	0	1
29	902 Abernethy Road	Oregon City	Traffic Maintenance Building	Common Areas	0	0	1	0	1
30	902 Abernethy Road	Oregon City	Traffic Maintenance Building	Signs & Signals Shops	0	4	5	2	11
31	998 Library Court	Oregon City	Hilltop Behavioral Health Center	Common Areas	0	2	2	0	4
32	999 Library Court	Oregon City	WIC	Common Areas	0	0	0	1	1
33	38872 Proctor Boulevard	Sandy	Homestead Building	Sandy Health and Wellness Center & WIC	0	5	0	0	5
					7	48	59	28	142